



Draft Minutes of the Whole Hall meeting held at Lingwood Village Hall, Station Road, Lingwood, NR13 4AZ on Tuesday 27th November 2018 at 7pm when there were present Ben Bethell, Jim Marshall, Sam Bethell, Janet Marshall, Sue Sturman, Kerry Sturman, Brian Whiskin, Christine Stowell, Matt Dingle, Carla Sutherland, Richard Bethell, Nikki Buckley and Steve D'Souza.

1. **Welcome and Apologies** – Ben welcomed attendees, apologies from John Reed and Steve Robins.
2. **Declarations of Interest.** Kerry and Sue – Staffing.
3. **Minutes from last meeting.** Minutes from last meeting were read out by Ben Bethell and agreed.

Outstanding actions from the last committee meeting noted.

- Alarm codes to be changed – **ACTION Ben/Kerry**
- Solar panels – **ACTION Kerry**
- Ben advised that there will be a need to hire a cherry picker to remove boughs from some of the oak trees. **Unanimously agreed. Action Ben.**
- Angela asked if LVH should have a planted fir to be lit up for Christmas. **Unanimously agreed. Action Ben.**
- Nikki to Brian asked about finishing off the cupboard doors in the kitchenette. **Action Ben.**
- Carla asked about flooring in the kitchenette. **Action Kerry.**
- Rental agreement to be produced and issued for the Fitness at the Street gym. **Unanimously agreed. ACTION Ben/Kerry.**
- Parkrun - Ben proposed that LVH pay for the posts to be placed around the course, expected cost to be around £500. **Unanimously agreed. ACTION Ben.**

Commercial Gym. Ben gave an update of progress and advised that the room has now been plastered. Electrics will be done wc 10th December. Quotation received from Scott Matless for the electrics works £2300. **Unanimously agreed. ACTION Sue.**

Ben advised that a register of communications will be kept of day to day things which crop up outside of the rental agreement. **Action Kerry.**

LINGWOOD VILLAGE HALL AND GROUNDS MANAGING TRUSTEE COMMITTEE.
Registered Charity Number – 303999

Mr Ben Bethell (Chair)
62 Station Road
Lingwood
Norwich
NR13 4AZ

(Treasurer)
Matt Dingle
Strumpshaw

Secretary
Brian Whiskin
Christine Avenue
Lingwood

4. Social Club update

Jim advised that it had been a reasonable November and that the team is working well and are now settled. Staff rota and committee cover is almost done for December.

Christmas opening times were discussed. Suggestion made to open on Christmas Eve from 5pm-9pm. **Unanimously agreed. ACTION Paul.**

Jim advised that a MailChimp email will be sent over the weekend.

Sue is now looking after stock control. Thanks was given to Tom and Nikki for their help with this on their shifts. Sue will continue to ask bar staff to help with checking stock levels going forward.

5. Hall Managers update.

- From last meeting
 - Pavilion Big Band – Kerry advised that she proposed the split for ticket sales to Pavilion. Their response was positive but they need to work on a date when the whole band is available outside of their pre-booked commitments.
- Events
 - Halloween Fancy Dress Disco – Kerry reported that this event went well. Hug a Mug takings were £137 and £18 profit was made on lucky dip. It may be worth considering a door charge next year.
 - Children's Christmas party on 22nd December – Kerry advised that she is working on this with Clare, who is very enthusiastic about getting involved in events and this is working well. The event is free again although there will be a £2 charge for Santa's Grotto. We have had just over £200 in fees from craft stalls which already has covered our expected costs. Social Club and Hug a Mug to open. **ACTION Kerry/Clare.**
 - Leon Mallet 23rd March. Clare has been speaking to him about holding an event here and it has been suggested that we do 50/50 on ticket sales. **Unanimously agreed. ACTION Clare.**
 - NYE – 31st December. Waiting on Sam for poster/ticket artwork. This year Clare has organised a hot food provider to be on site along with donuts. **ACTION Kerry/Clare.**
 - Disco lights – Kerry requested that she spend £100 to purchase some disco lights which can be used for Fun Nights, Karaoke, Christmas party etc. **Unanimously agreed. ACTION Kerry.**
- Finance
 - October was a good month. YTD Income/Expense Jan to Oct we were at £3463.43, taking out project costs over the year so far means we are £12904.01 at the end of Oct. However there are expenses coming out in November including fireworks and insurance. Next 6-months of coffee machine rental was paid in October.

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- Other
 - Kerry advised that we have given a proposal to two village halls in respect of handling their administration for a monthly fee. We wait to hear further. Feedback has been positive. Having this extra income would allow us to increase the office hours further to help to provide more overlap between us.
 - Kerry advised that we appear in the next edition of The Village Book, this was free of charge along with the Parish News.
 - Hug a Mug will be part of the next 'Buy in Broadland' scheme: £2 voucher – coffee with cake and/or sausage roll/scone.
 - Kerry asked that we decide on 2019 opening requirements for Bank Holidays for Hug a Mug: Suggestion – open Good Friday, Whitsun Monday (27th May) and close all others. However Easter Monday would be considered for the Easter Eggstravaganza. **Unanimously agreed. ACTION Sue.**
 - Kerry presented a proposal to replace our paper towel dispensers as we have a lot of wastage and an expected saving of £300 per year could be made. Proposal to spend £171.60 to replace three paper towel dispensers with continuous roll dispenser. **Unanimously agreed to replace all dispensers. ACTION Kerry.**
 - Kerry advised that she has holiday on the following dates: 7th, 14th December, 19th Dec-31st Dec. I will be in though for Fun Night on 14th, Kids Party, NYE etc etc! Ben advised that he did not expect the office to be covered for Kerry's full 25hours, but sensible cover should be organised and then publicised. Sue/Jean will cover social club floats/banking, additional floats for the events will be organised too. **ACTION Kerry.**
 - Zero hours – all staff on zero hours (Social Club/Jean) receive holiday pay at 12.09% based on 3 months.
 - Kerry advised that a Cluster Meeting had been held at South Walsham. As a group we have similarities but also differences in our facilities and areas of concern – for instance Cyber crime is not particularly pertinent to the whole group so may be worth discussing this area in a smaller group as opposed the Cluster as a whole. Next meeting is in Upton on 31st January.
 - Contacts have been made with Bawburgh Village Hall in respect of handling the removal of travellers on their site which has been helpful to have and we continue to be mindful that we could be targetted.

6. Hug a Mug

Sue advised that October had been another good month. Catering for a church conference and the Halloween event helped.

HAM will be open for the Children's part 12-4.

A free mince pie will be given with each hot drink on HAM's last day on 20th December.

Work continues to increase number of volunteers.

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7. Extension

Ben gave a rough an overview of a rough plan he had drawn up and advised that an estimate of £19k had been given from Herbie Smith.

8. Accountancy services

Ben advised he has had discussions with Cliff regarding our VAT thresholds. He advised that hall hire is excluded from VAT thresholds, therefore we will not hit the threshold for 2018. However, we still need to be mindful going forward.

9. Staffing

Bonus to be given to staff based on number of hours worked (as last year). Noted on a separate confidential record. To be paid in December 2018 wages. **Unanimously agreed. ACTION Kerry.**

10. AOB

Social Club prices ought to be reviewed in the New Year.

Ben suggested that a gardening party be organised for late January.

Requirement for replacing iZettle was raised again. **Action Kerry**

Jumble sales – Lian is planning to hold a jumble sale in March. Lian to organise all collection of jumble/sorting/setting up on the day/clearing down and disposing of unwanted jumble after the event. **Unanimously agreed. ACTION Lian.**

Meeting closed at 8:50 PM

Next meeting: 29th December 2018

Minutes agreed by Ben Bethell – Chairman: Signed..... Date.....

Minutes produced by Kerry Sturman – Hall Manager: Signed.....Date.....

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